



Blooming Grove Town Hall Rental

The Town Hall is located at 1880 S. Stoughton Road Madison, Wisconsin 53716. Reservations can be made by calling the Town Office at 608-223-1104 or emailing bgadmin@blmgrove.com. The rental fee is \$75.00 for residents, or \$125.00 for non-residents. There is a deposit of \$100.00 required up front, which is refundable if the room is left in the same condition you found it. If you have any questions about renting, please contact the Town Office.

Please check one only

_____ Town Hall Meeting Room (resident)	\$ 75.00
_____ Town Hall Meeting Room (non-resident):	\$125.00

Before using the Town Hall

The meeting room can hold about 40 people comfortably (give or take a few). It is highly recommended that you stop in and see the room in person to make sure it's big enough for your needs. The Town has enough chairs for 40 people, but there are a limited number of tables (not enough for that many people to sit down and have a meal at, for example).

Alcohol consumption in the Town Hall is not permitted unless authorized by the Town Board. If you would like to consume alcohol, you must let the Town Clerk know, and then appear before the Town Board and give the details of your event.

Come into the Town Office a day or two before your event to pick up a key to the front door. The Town Office is open Monday through Thursday 8:00-4:00, and Fridays 8:00-noon.

When using the Town Hall:

Utilize the front parking lot and the side lot closest to the Town Hall. There are two bathrooms available in the building. You may use the kitchen as needed.

Before you leave the Town Hall:

All trash must be placed in the trash can in the kitchen. If you have glass, plastic, or paper that needs to be recycled, place it in the recycling bin in the kitchen. Any trash that will not fit in the trash receptacles in the building, may be placed in the dumpsters located on the north side of the property. The kitchen should be cleaned and wiped down. All dirty dishes need to be cleaned of food and loaded into the dishwasher. There is no need to turn on the dishwasher; Town staff will do that the next work day.

The meeting room should be put back the way you found it. Turn off all lights, heat or air conditioning, and make sure the side door and front door are shut **and locked**. After you've locked the front door, place the key in the black drop box next to the front door.

After you've rented the Town Hall

The Monday (or Tuesday in case of a holiday) after your event, the room will be inspected to make sure everything was returned back to the way it was. If any of the guidelines are not followed, some or all of your deposit may be forfeited. If there is damage done to the building, to an extent beyond what your deposit covers, you will be responsible for the cost of that repair.

If the room and building are left in good condition, your deposit will be mailed back to you in approximately one week.

Renter Information

Name of Organization: _____

Address: _____

Contact Person: _____ Phone: _____

Date(s) and hours of Usage: _____

Event Type: _____

Signature: _____ Date: _____

*****Office Use Only*****

Approval Conditions: _____

Approved By: _____ Hall was Inspected On: _____ By: _____

Damage: Yes/No Describe: _____

Date: _____ A Refund in the Amount of \$ _____ is authorized by _____ (initials).